

REQUIREMENTS FOR PLAN SUBMISSION

These requirements are intended as a guideline for plan submissions to the Manufactured Housing Division involving mobile homes, manufactured home, commercial coach and modular building additions, modification and/or remodels.

1. The drawings must be clear, legible and detail all work intended.
2. At least **one** copy must be submitted on paper no **larger** than 11"X 17" for retention by the Division. Your **second** copy will be returned when approved within 2 weeks.
3. Plans must be drawn with a non-erasable instrument (no pencil drawings).
4. The plans for remodels and alterations must show a floor plan before the start of the project and a floor plan of the proposed changes.
5. A Nevada Registered Engineer or Architect must stamp all plans involving commercial buildings.

ADDITIONS TO MANUFACTURED/MOBILE HOMES

6. For additions there must be a floor plan of the proposed addition as well as the existing home. The existing home drawing must have dimensions of the rooms and hallways.
7. The floor plan for the addition must show the origination of the utility services.
8. There must be a cross section view showing the proposed structure is free standing.
9. There must be a view showing the drainage of the roof system of the addition and the existing home.

Your plans will be checked by the Manufactured Housing Division to ensure the construction will not take the manufactured/mobile home out of compliance with its original standards and there is no apparent safety hazards created by the proposed work. Please note the enclosed page of notes and requirement. The Division will not check the plans for compliance of the adopted codes of the local building departments. The plans must also meet all requirement set forth by the local building departments for **plan submission**.

Effective July 1, 2003, there will be **a \$75 plan check fee** charged for this service. This fee must be paid upon receipt of the plans in an office of the Division.

Manufactured Housing Div.
Plan Review Inspector
2501 E. Sahara Ave. Ste 104
Las Vegas, NV 89104

Manufactured Housing Div.
Plan Review Inspector
1535 Old Hot Springs Rd. Ste 50
Carson City, NV 89706

Manufactured Housing Div.
Plan Review Inspector
155 South 9th Street
Elko, NV 89801

NOTES AND REGULATIONS TO COMPLY:

1. No portion of any new structure shall bear any load onto existing mobile/manuf. home structure in any way without prior approval of this division and/or engineers stamp of approval. New structure must be completely self-supportive and may have flashing attached only for weatherization. A current-dated approval letter from the manufacturer or an approval (wet stamp) from a certified Professional Engineer are the only exceptions to this rule.
2. No existing windows, doors, walls and/or any other permanent structure may be removed, altered, covered, or added in any form without prior approval by this division. All lighting, exits ventilation, and/or egress openings must remain in compliance with governing codes.
3. All utility systems needed for use in new structure must remain completely separate of any utility system of existing mobile /manuf. home and must not utilize any existing system in anyway, to include electrical, heating and cooling, gas plumbing, and potable plumbing or drainage. All new service connections for new structure must be tapped or supplied-by main property service feed or supply.
4. All notes and code requirements issued or labeled on all approved or disapproved submitted plans must be abided by unless otherwise noted by this division.'
5. Codes governing the construction, of mobile/ manuf. homes and commercial coaches are;
 - A. Manuf. Home Construction Safety Standards Part 3280, issued by NCSBCS (1-800-927-2891) will govern all units manufactured on or after June 15, 1976.
 - B. N.F.P.A. 501b , Standards for Mobile Homes, will govern any unit constructed prior to June 15, 1976.
6. Special notes and/or requirements::

To validate approval of plans all notes and regulations posted on plans must be adhered to. Any such alteration or noncompliance with any portion of proposed and approved drawings without prior approval by this division shall immediately void any/all approval issued 'by this division. Any approval issued by this division pertains to personal property and not real property and must fall within the division's jurisdiction.

Local jurisdictions may require additional approvals and permits.

May 28, 2003 JBH

September 30, 2002 JBH

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Manufactured Housing Division REQUEST FOR PLAN REVIEW

DATE OF REQUEST _____/_____/_____
Mon Day Year

OWNERS NAME _____PHONE #_____

COMPANY NAME _____

COMPANY CONTACT _____ PHONE # _____

COMPANY ADDRESS _____ CITY _____

STATE _____ ZIPCODE _____

SITE/OWNER ADDRESS_____

STATE_____ZIPCODE_____

TYPE BUILDING: COMMERCIAL COACH _____
MANUFACTURED HOUSE _____
MODULAR BUILDING _____

PLAN DRAWINGS MUST BE ATTACHED

MAIL TO: OWNER ADDRESS _____
COMPANY ADDRESS _____

Below Line for Office Use Only

PLAN REVIEW FEE PAID AT TIME OF SUBMITTAL YES_____
NO_____

CASH_____

CHECK# _____

*OTHER*_____

AMT COLLECTED \$_____

RECEIPT NUMBER _____ COLLECTED BY _____